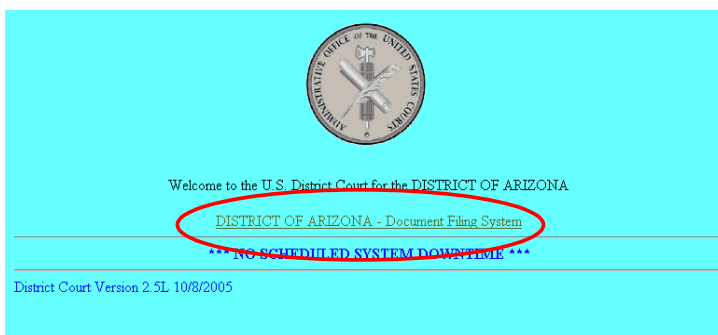


Using the District of Arizona ECF Training Database

Enter the District of Arizona ECF **Training** Database using this address:
<https://ecf-train.azd.uscourts.gov>

At the first screen, click on the hyperlink:
"District of Arizona -Document Filing System"



The second screen is the login screen:

You may use one of the following **login** names:

t1	t2	t3	t4	t5	t6	t7	t8	t9	t10	t11	t12	t13	t14	t15	t16	t17	t18	t19	t20
----	----	----	----	----	----	----	----	----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----

The password for each of those twenty login names is the same:	ecf
-----------------------------------------------------------------------	------------

You may leave the "client code" text box blank; then click on the button marked "Login"

NOTE: Do not use your Registered User login or password, as it will not work.

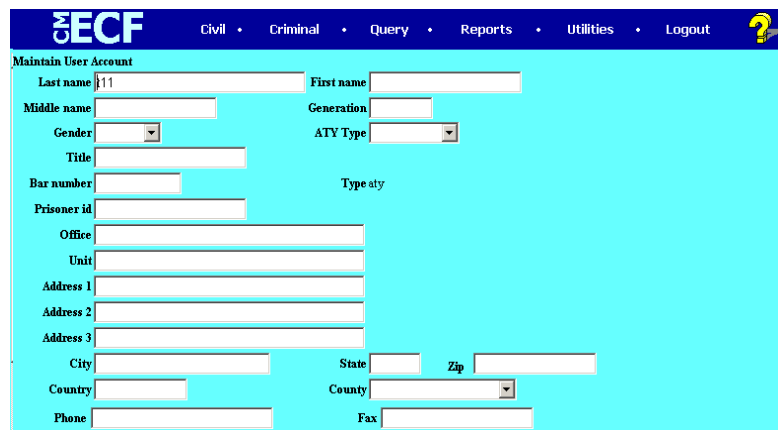
Please do not submit any real or sensitive case documents since they can be viewed by the public.

Two people cannot use the same training login. If someone attempts to use a login already in use, the first user will be bumped out of the system. Therefore, you will need to change your password and login in the ECF **Training** Database.

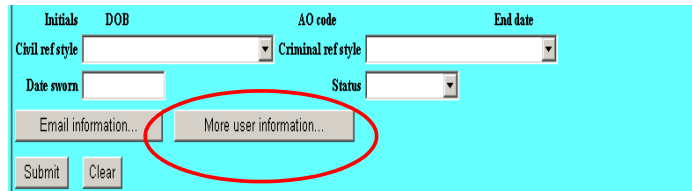
Step 1: Click on the word **Utilities** on our main tool bar; then click on the hyperlink "Maintain Your Account:"



At this screen to the right, you must delete the login you used initially in the "Last Name" text box, and enter your last name only.

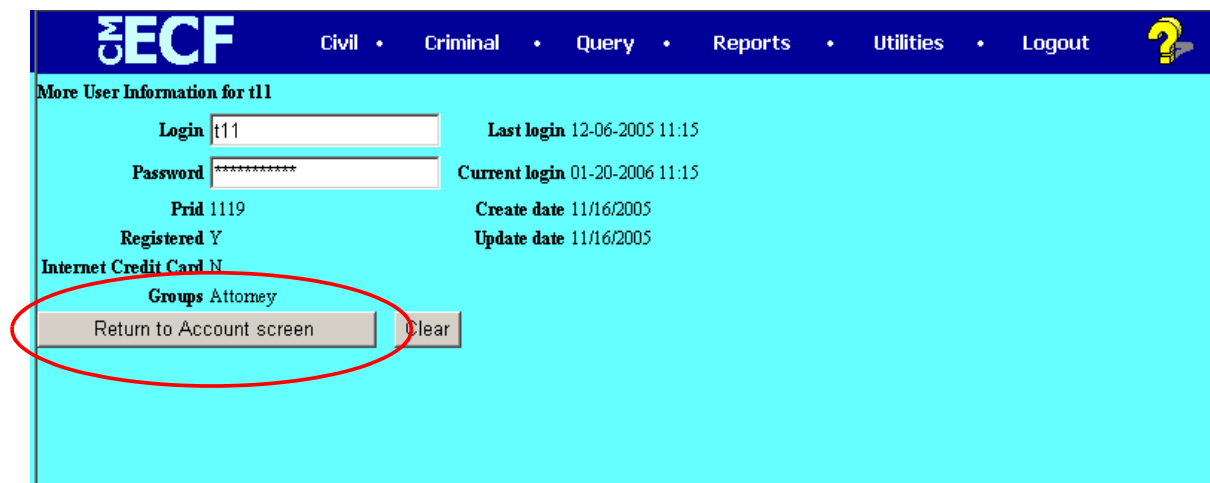


Then scroll down and click on the box "More User Information:"



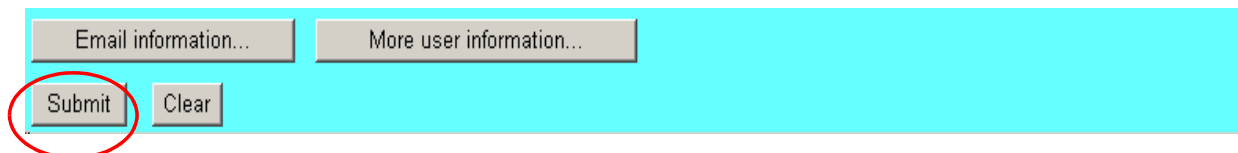
A screenshot of a user profile form. At the top, there are fields for 'Initials', 'DOB', 'AO code', and 'End date'. Below these are dropdown menus for 'Civil ref style' and 'Criminal ref style'. Further down are fields for 'Date sworn' and 'Status'. At the bottom of the form, there are two buttons: 'Email information...' and 'More user information...'. The 'More user information...' button is circled in red.

Below is the next screen, here you will change your login and password to one of your choosing:



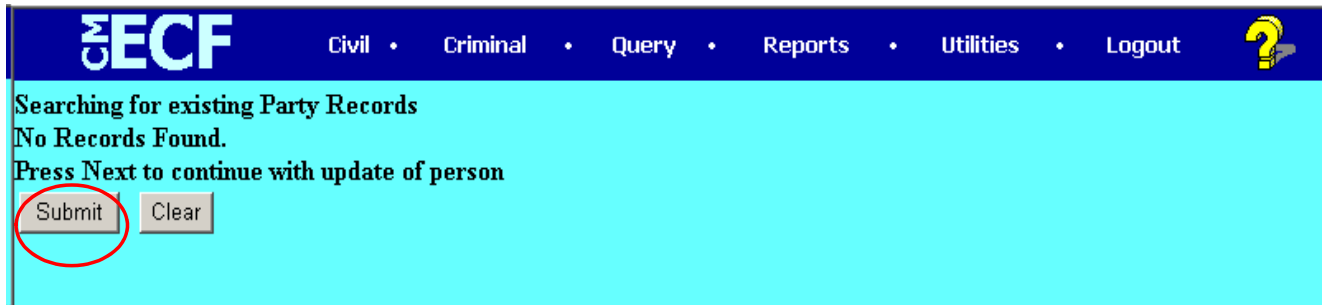
A screenshot of the 'More User Information for t11' screen. The page has a blue header with the 'ECF' logo and navigation links: 'Civil', 'Criminal', 'Query', 'Reports', 'Utilities', and 'Logout'. A yellow question mark icon is in the top right. The main content area shows user details: 'Login' (t11), 'Last login' (12-06-2005 11:15), 'Password' (masked with asterisks), 'Current login' (01-20-2006 11:15), 'Prid' (1119), 'Create date' (11/16/2005), 'Registered' (Y), and 'Update date' (11/16/2005). Below this, it says 'Internet Credit Card' (N) and 'Groups' (Attorney). At the bottom, there are two buttons: 'Return to Account screen' and 'Clear'. The 'Return to Account screen' button is circled in red.

Then click on the "Return to Account Screen" box in the lower left hand corner. You will be brought back to the "Maintain User Account" screen, where you will then click on the "Submit" button in the lower left hand corner.



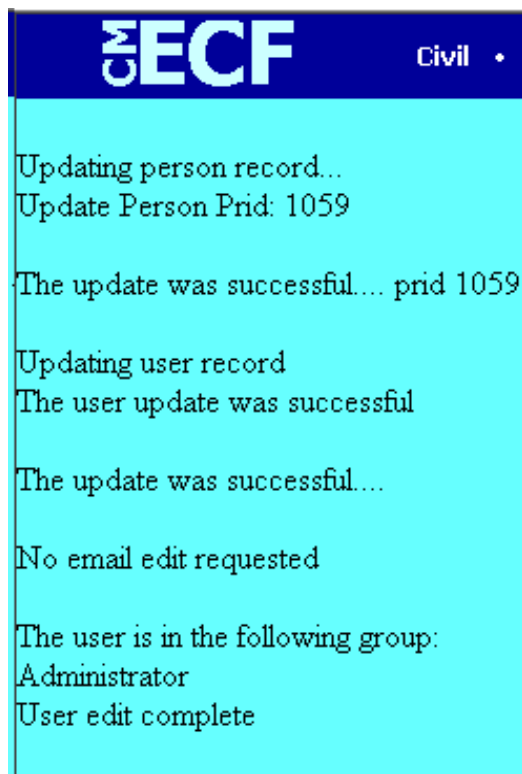
A screenshot of the bottom of the 'Maintain User Account' screen. It shows two buttons: 'Email information...' and 'More user information...'. Below these are two more buttons: 'Submit' and 'Clear'. The 'Submit' button is circled in red.

You should get this message:



The screenshot shows the ECF system interface. At the top is a dark blue header with the ECF logo on the left and navigation links: Civil, Criminal, Query, Reports, Utilities, and Logout. A yellow question mark icon is on the far right. Below the header, the page has a light blue background. The text reads: "Searching for existing Party Records", "No Records Found.", and "Press Next to continue with update of person". At the bottom of this section are two buttons: "Submit" and "Clear". The "Submit" button is circled in red.

Click on the submit button shown above and you will get this message:



The screenshot shows the ECF system interface after a successful update. The header is the same as the previous screenshot, but only the "Civil" link is visible. The main content area has a light blue background and displays the following text: "Updating person record...", "Update Person Prid: 1059", "The update was successful.... prid 1059", "Updating user record", "The user update was successful", "The update was successful...", "No email edit requested", "The user is in the following group:", "Administrator", and "User edit complete".

You message should read "The user update was successful" (shown to the left)

Now, log out of the ECF training database and log back in using the NEW login and password you created for yourself. You may now use the ECF training database with your new login and password at any time.

Case numbers you may use in the ECF training database:

Civil:

06-333

05-21

05-06

Criminal:

05-01

03-123

05-555